



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C.L. "BUTCH" OTTER – GOVERNOR
RICHARD M. ARMSTRONG – DIRECTOR

GARY M. MOORE – Administrator
DIVISION OF FAMILY AND COMMUNITY SERVICES
450 West State Street, 5th Floor
P.O. Box 83720, Boise, ID 83720-0036
PHONE 208-334-5700
FAX 208-332-7330

July 1, 2016

Gary Moore, Administrator

Idaho Department of Health & Welfare
Family & Community Services Division
450 W State Street, Boise, ID 83720

Subject: DHW PROJECT / REQUEST FOR QUALIFICATIONS
Architects and Engineers
Project 20/20 – Southwest Idaho Treatment Center (SWITC)
Treasure Valley location TBD

Submittals will be received at the Department of Health & Welfare, 450 W. State St., Boise, Idaho 83720 on the 9th Floor until August 8, 2016 at 5:00 p.m. for furnishing architect engineer schematic design services to the State of Idaho. Address submittals to the attention of Tom Long.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Tim Voz, Projects Manager
Department of Health & Welfare
Developmental Disabilities Program
Family & Community Services Division
P.O. Box 83720
Boise, Idaho 83720
(208) 277-7543

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at dpw.idaho.gov/professional_services/. It is recommended the responders to this RFQ check this page prior to making their submittal.

An informational meeting will be held at 1PM on Tuesday, July 19, 2016 at 450 W. State St., Boise Idaho, 5th Floor Conference Room to provide program clarification and answer questions.

The project will be funded by State of Idaho Department of Health & Welfare. The Department will administer the project according to the terms and conditions of the award and State laws and guidelines. The Architects and Engineers will receive general instructions through the State.

DESCRIPTION OF PROJECT

- Schematic designs are required for two distinct residential facility types:
 - One single schematic design type to be used for three 12-bed co-located residential facilities for people with developmental disabilities licensed as Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF-ID) and,
 - One four (4)-bed co-located secure residential facility either attached or freestanding.
- The designs for the facility(s) must create a balance between privacy and the need for staff oversight and supervision to insure safety of staff and residents. Many of the individuals in the facility(s) will have behavioral disorders that require intensive supervision.
- The location of the three 12-beds and co-located four bed secure facility shall be an appropriate site in the Treasure Valley.
- All 36 ICF-ID beds must meet federal and state regulatory requirements for Intermediate Care Facilities for Individuals with Intellectual & Developmental Disabilities (ICF-ID) pursuant to:
 - **Code of Federal Regulations**
<http://www.ecfr.gov/cgi-bin/text-idx?SID=f030c6d2c3e752bba7d12ce1015a4e7a&node=42:5.0.1.1.2.9&rgn=div6>
 - **State Regulatory Requirements and Guidance**
<http://www.healthandwelfare.idaho.gov/Providers/ProvidersFacilities/StateFederalPrograms/ICFID/tabid/431/Default.aspx#icf>
 - **NFPA Life Safety Code 2012 Edition:**
<http://www.nfpa.org/codes-and-standards>
- The four (4)-bed secure facility shall be co-located and must meet separate licensing requirements for health care standards pursuant to Chapter 18 of the Life Safety Code.
- The secure facility design must accommodate the needs of individuals with high intensity behavioral disorders including self-harm, property destruction, and physical aggression.
- The 12-bed Treasure Valley facilities will ideally be arranged as a campus model with a central community and activity center that includes sufficient administrative office space for:
 - 12 administrative support staff,
 - Two (2) conference rooms to accommodate up to 30 people,
 - A reception area,
 - Sufficient parking to accommodate up to 40 vehicles at any given time,
 - Both indoor & outdoor areas for recreational/leisure activity.

- The preferred structure of the three (3) 12-bed facilities is a quad design to accommodate three persons each in semi-separated sections within the facility. All bedrooms shall be single occupancy.

REQUIRED SERVICES

The State of Idaho Department of Health & Welfare (DHW) is requesting proposals for schematic design services. A total project budget of \$80,000 has been established to include fees, contingencies, and tests.

The Architects and Engineers shall be licensed to practice Architecture/Engineering in the State of Idaho.

The Architects and Engineers will be responsible for Schematic Design.

The Architects and Engineers shall make a minimum of one (1) presentation to the Department of Health & Welfare.

The Architects and Engineers will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architects and Engineers shall produce the following major written products for review by DHW:

1. A preliminary report to the Department of Health & Welfare Agency after Schematic services has been completed.
2. An estimate of square footage and cost.
3. Planning and conducting up to 4 working sessions with DHW staff and partners for input prior to final report submission.
4. A final report at the conclusion of the schematic design for any additional input and final acceptance.

PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Department of Health & Welfare reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, in addition to their qualifications. Provide a list of at least five (5) projects, with brief descriptions that show ability to complete projects of this scope.

- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts, and methods for consideration. Limit to two (2) pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DHW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects, Engineers, and Consultants with work experience for the Division of Public Works in the past three (3) years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project.
- Examples: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor.

SUBMITTAL

Five (5) bound copies and a digital file of the submittal shall be delivered by the time and place specified above. Submittal shall clearly identify the point of contact regarding the submittal, with an e-mail, and a phone number listed.

EVALUATION

An evaluation committee consisting of persons from the Department of Health & Welfare will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

AWARD

Based on the results of the proposals and review of previous projects awarded to each firm, the Department of Health & Welfare will recommend a course of action to the Director of the Department. If recommended, a notice of intent to negotiate will be issued by the State of Idaho Department of Health & Welfare in accordance with prescribed procedures.

PROPOSED DATES:

- RFQ Released July 1, 2016
- Informational Meeting July 19, 2016
- Proposal Submission Deadline August 8, 2016
- Review by DHW Selection Committee August 16, 2016
- Oral Interviews August 30, 2016
- Negotiate Contract September 12, 2016
- Schematic Design Presentation October 19, 2016
- Final Report November 2, 2016

SELECTION

Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.